

## **400 KAR 2:070. The Office of Kentucky Nature Preserves.**

RELATES TO: KRS 146.410, 146.430

STATUTORY AUTHORITY: KRS 146.425(2), 146.485

NECESSITY, FUNCTION, AND CONFORMITY: KRS 146.485 requires the Office of Kentucky Nature Preserves to make and publish administrative regulations for the conduct of office affairs. This administrative regulation establishes the requirements for transacting the business of the office.

Section 1. Director. The secretary may hire a full-time director who shall be qualified by training and experience to administer the duties of the office, including:

- (1) Employing personnel, including interim and grant-funded, time-limited staff;
- (2) Approving documents necessary to perform the administrative function of the office, including time sheets, leave and compensatory time request forms, in-state travel approval, and request for purchase and payment forms;
- (3) Signing documents requiring the signature and approval of the office to certify that the documents have been reviewed by the office staff;
- (4) Managing the day to day affairs of the office and its staff;
- (5) Preparing a report on the condition of each nature preserve and each natural area to be submitted to the Legislative Research Commission by October 1st in each even numbered year; and
- (6) Other duties as directed by the secretary. (13 Ky.R. 1319; eff. 2-10-1987; 45 Ky.R. 1772, 2600; eff. 4-5-2019.)